

## Job Description

### Job Title – Dean of the Doctoral School

Job Description	
<b>College/Service</b> Research, Knowledge Exchange and Enterprise	<b>Location</b> Holborn
<b>Contract Length</b> Permanent	<b>Hours per week / FTE</b> 37 / 1.0
<b>Accountable to</b> DVC Research Knowledge Exchange and Enterprise	<b>Weeks per year</b> 52
<b>Salary</b> Competitive dependent on experience	<b>Grade</b> Individual

Job Description
<p><b>Purpose of Role</b></p> <p>Reporting to the DVC Research, Knowledge Exchange and Enterprise the Dean of the Doctoral School will lead the new UAL Doctoral School providing academic leadership for the university's doctoral programmes. This includes responsibility for the doctoral training programme, doctoral training collaborations and partnerships, funding bids to support PGR pedagogy and related research activity, post graduate research student experience and research degree validation partnerships.</p> <p>The Dean of the Doctoral School will support the university's in delivering key aspects of the new research strategy and in meeting its strategic ambitions to grow PhD student numbers and increase our international partnerships and opportunities.</p> <p>The Dean will work with the Director of RMA to identify new opportunities for international collaborations and industry partnership. The Dean will work with the Development Office to identify sources of external philanthropic funding to support PGR students particularly in relation to the university's key agendas on climate and Race equality.</p>
<b>Duties and Responsibilities</b>

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- To lead implementation of initiatives under Objective one of the University's Research Strategy strategy for doctoral research degrees provision across all Colleges and Institutes to enable growth in PGR student numbers while improving student outcomes and the research student experience.
- To develop collaborations with other HEIs and partners in the creative industries and beyond for doctoral training consortia bids and networks.
- Work Collaboratively with College and Institutes to develop and coordinate strategies to grow PhD numbers in line with targets, supervisory capacity and expertise.
- Work with the College Associate Deans of Research to develop and coordinate strategies to improve the research student experience.
- To be responsible for ensuring a programme of coordinated PGR student training and development across the university, including the University's RNUAL programme of PGR student training, and ensuring alignment with the university's commitment to the Concordat on Researcher Development.
- Work with the Teaching and Learning Exchange to create a coordinated, evidence and needs based training and development programme for new and current PGR supervisors to support student outcomes, wellbeing, and experience as well as grow supervisory capacity.
- To ensure a culture of best practice in academic supervision.
- To develop the universities research culture for PGR students through developing a cross university programme of events and activities hosted by the Doctoral Centre
- To be responsible for ensuring the principles of the Concordat for Research Integrity are embedded in PGR programmes.
- To oversee governance and quality assurance for PGR student programmes.
- Respond to consultations by UKRI, Research England and other bodies on HE policy affecting research degrees programmes and doctoral training.
- Represent the University externally on panels and committees relevant to

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PGR including the management board of the techne doctoral training partnership.

- Maintain their academic research activity in an area relevant to doctoral education or in their cognate academic discipline, up to a maximum of 0.2 fte.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability.

<p style="text-align: center;"><b>Job Description</b></p>
<ul style="list-style-type: none"> <li>• To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.</li> <li>• To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.</li> <li>• To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.</li> </ul>
<p><b>Key Working Relationships</b> – DVC Research Knowledge Exchange and Enterprise, Director of Research Management and Administration, Head of PGR, Head of RNUAL training programme, College Associate Deans of Research.</p>
<p><b>Specific Management Responsibilities</b></p> <p><b>Budgets</b></p> <ul style="list-style-type: none"> <li>• Doctoral School Budget</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Head of RNUAL PGR student training programme</li> </ul> <p><b>Other</b> (e.g. accommodation; equipment)</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>Signed _____ (Recruiting Manager)</p> <p>Date of last review _____ [Type in Details]</p>

## Person Specification

**Job Title** – Dean of the Doctoral School

### Grade - Individual

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> <li>• PhD in any disciplinary field.</li> <li>• Demonstrable knowledge of academic provision in universities.</li> <li>• An active researcher, in the field of PGR pedagogy (desirable), with a track record of high-quality outputs.</li> <li>• Holding a nationally recognised teaching qualification (desirable).</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• A record of leadership and commitment to excellence in Post Graduate Research including student experience.</li> <li>• An understanding of the contextual and strategic issues affecting PGR programme delivery in the UK.</li> </ul>
Communication Skills	Communicates in a compelling and influential way. Adapts the style and message to a diverse internal or external audience in an inclusive and accessible way.
Leadership and Management	Motivates and leads effectively, setting the direction of one or more function and promoting collaboration across formal boundaries.
Research, Teaching and Learning	Applies innovative approaches in leading academic programmes, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.
	Applies own research to develop learning and assessment practice.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism.

Person Specification	
Planning and Managing Resources	Effectively plans, prioritises and manages complex projects or activities to achieve long term strategic objectives.
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration.
Student Experience or Customer Service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers.
Creativity, Innovation and Problem Solving	Initiates innovative solutions to problems which have a strategic impact.

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.